



**Department of Energy**  
Washington, DC 20585

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TO: PROGRAM RECORDS OFFICIALS  
RECORDS MANAGEMENT FIELD OFFICERS

FROM: LORRETTA D. BRYANT *Lorretta D. Bryant*  
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SUBJECT: NUMBERED MEMORANDUM RM 08-03, 2008 INFORMATION  
MANAGEMENT CONFERENCE "CALL FOR PRESENTATION/  
PANEL ABSTRACTS"

On October 18, 2007, the 2008 Information Management Conference committee issued a "Call for Presentation/Panel Abstracts" for the conference planned for March 17-20, 2008, in Atlanta, Georgia. This year's conference theme is "Modernizing the DOE Legacy with IT Enterprise Solutions." Attached are a copy of the committee's general call for abstracts, which contains the conference website and important dates, and the "2008 Abstract Submission Guidelines."

Although the Department no longer has a conference exclusively dedicated to records management, records management is included as part of the 2008 Information Management Conference. The Office of the Chief Information Officer is very supportive of the records management program and records management is getting increased visibility. This is an excellent opportunity to showcase some of the work that is being done in records management and discuss records management issues.

We encourage you to consider submitting a records management presentation. Attached is a list of records management-related topics that have been identified as important to the records community; but you are not limited to these topics. Abstracts will be reviewed by the committee and will be rated between one and five. Only abstracts that receive a rating of three or higher will be accepted for a presentation. Abstracts must be submitted via the website before 11:59 pm EST on December 7, 2007.

3 Attachments

cc: Record Liaison Officers

